OBJECTIVES AND MEASURES

Objectives
- Maintain a proactive health and safety first culture where everyone is personally responsible for their own safety
- Ensure everyone is responsible for creating, maintaining and promoting a safe place of work
- Provide a systematic approach to health and safety management by a consistent work health and safety management system
- Improve health and safety risk management across Council
- Ensure reporting and appropriate investigation of all health and safety incidents.

Performance measures
- Achievement of City of Gold Coast Work Health and Safety Objectives and Targets
- Continual improvement of Council’s work health and safety management system
- Maintenance of Self Insurance Licence

POLICY STATEMENT

Council of the City of Gold Coast (Council) commitment to Work Health and Safety is embedded in the following two principles:
- ‘No task is more important than the health and safety of its workers’ and therefore
- ‘Work Health and Safety is everyone’s responsibility’.

To support these two principles, Council seeks to establish and maintain a Work Health and Safety Management System, and a proactive Health and Safety First Culture.

Councils’ Work Health and Safety Management System is designed to achieve the following objectives:
- Maintain a proactive health and safety first culture where everyone is personally responsible for their own safety
- Ensure everyone is responsible for creating, maintaining and promoting a safe place of work
- Provide a systematic approach to health and safety management by a consistent work health and safety management system
- Improve health and safety risk management across Council
- Ensure reporting and appropriate investigation of all health and safety incidents
Councillors’ proactive Health and Safety First Culture is designed to achieve the following objectives:

- Everyone takes personal responsibility for their own health and safety. That everyone’s key objective is to ‘Work Safe’ so they go ‘Home Safe’.
- Managers and Supervisors are accountable and responsible for creating, maintaining and promoting a safe place of work. That is, Managers and Supervisors target is ‘Zero Harm’ to all workers at all times.

All Council workers and persons conducting work on behalf of Council shall take reasonable care of their own health and safety, for other workers, and for members of the public in accordance with this Policy and Councils’ Work Health and Safety Management System. Reasonable care includes but is not limited to:

- Wearing correct Personal Protective Equipment (PPE) applicable to the activity or task
- Operating only when ‘Fit for Work’
- Reporting immediately to their Manager or Supervisor any injuries, unsafe activities, hazards, near hits, incidents or anything that they believe to be dangerous
- Knowing the qualifications, training and licensing requirements of their role and being responsible for ensuring they only operate within their current competency and capability
- Starting every activity and task with hazard identification, risk assessment and implementation of appropriate controls
- Actively monitoring and managing risks and controls throughout all activities and tasks, and stopping work if it is unsafe
- Following all legislative health and safety requirements, relevant industry standards and codes of practice, and any reasonable instruction, policy or procedure that is given by Council relating to health and safety
- Ensuring attendance at scheduled safety training and applying their safety knowledge

Failure to take reasonable care may result in Council taking disciplinary action.

All Managers and Supervisors have a responsibility to maintain a safe and healthy working environment and to identify and manage risks in Councils’ workplace in accordance with this policy and Councils’ Work Health and Safety Management System. Responsibility to maintain a safe and healthy working environment includes but is not limited to:

- Hazard identification and management to protect workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of work health and safety risks
- Organising, monitoring and updating the currency of worker health and safety competency through inductions, instruction, information and training
- Monitoring workplace conditions and worker performance, for adherence to all legislative health and safety requirements, relevant industry standards and codes of practice, and any reasonable instruction, policy or procedure that is given by Council relating to health and safety
- Engaging with workers to encourage open discussion on work health and safety issues with a commitment to improving safety performance through the conduct of Fair and Just Safety Behaviour Reviews
- Supporting implementation, adherence to and ongoing improvement of Councils Work Health and Safety Management System through the conduct of Safe Act Observations
- Actively managing and investigating incidents and near hits, and implementing recommendations to improve safety procedures and performance
Facilitating that workplaces, plant, materials and equipment are appropriate for their activity or task, and are maintained in a clean, tidy and safe condition

Ensuring support and return to work for injured workers so they can get back to work as soon as possible

SCOPE
This policy applies to all direct employees of Council and unless otherwise specified, any other worker engaged under the direct management of Council (for example, agency resources, labour hire and volunteers).

DEFINITIONS
For relevant definitions refer to the electronic version of the work health and safety management system.

Council – Council of the City of Gold Coast

Council workers - include all direct employees of Council and unless otherwise specified, any other worker engaged under the direct management of Council (for example, agency resources, labour hire and volunteers).

RELATED POLICIES AND DELEGATIONS
Rehabilitation Policy - Non-Work Related Injuries Policy
Rehabilitation - Work-Related Injuries Policy
Enterprise Risk Management Policy
Occupational Violence Prevention and Management Policy

LEGISLATION
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Local Government Act 2009

SUPPORTING DOCUMENTS
Work Health and Safety management system procedures
WHS Roles and Responsibilities (iSpot reference 21868047)
City of Gold Coast WHS Objectives and Targets (iSpot reference 37520319)

RESPONSIBILITIES
Sponsor Chief Executive Officer
Owner Manager Corporate Risk

VERSION CONTROL

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